

MARYLAND MEDICAID REVALIDATIONS IN ePREP

All Medicaid providers must revalidate with Maryland Medicaid at least every five years. To revalidate in ePREP, Maryland Medicaid will send a notice in the mail to prompt the provider to enter ePREP and submit a revalidation application. Please use these instructions for the simplest way to revalidate. NOTE: To sign a revalidation application, the User Profile must be the rendering provider revalidating, the solo-practitioner, or a disclosed managing employee, owner, control interest or agent (MOCA).

***NOTE:** ePREP requires a specific revalidation application that is only available once ePREP prompts the provider to revalidate. Supplemental applications to update the provider's account are not sufficient as revalidation applications.

STEP 1: Sign into ePREP and select the Business Profile under which the account revalidation belongs. Proceed to the "Accounts" tab.

STEP 2: Under "Actions," select the "revalidation icon" (two arrows forming a circle, as seen below)

STEP 1

My Home Applications **Accounts** My Tools Help

Accounts

Hello again, Listed below are your active Maryland Medicaid accounts. If you have any questions about them, please send a message to a Maryland Medicaid representative.

Link Accounts

Search

Account ID	Status	Provider Name	Provider Type	Account Type	NPI	Begin Date	Last Updated	Service Address	Actions

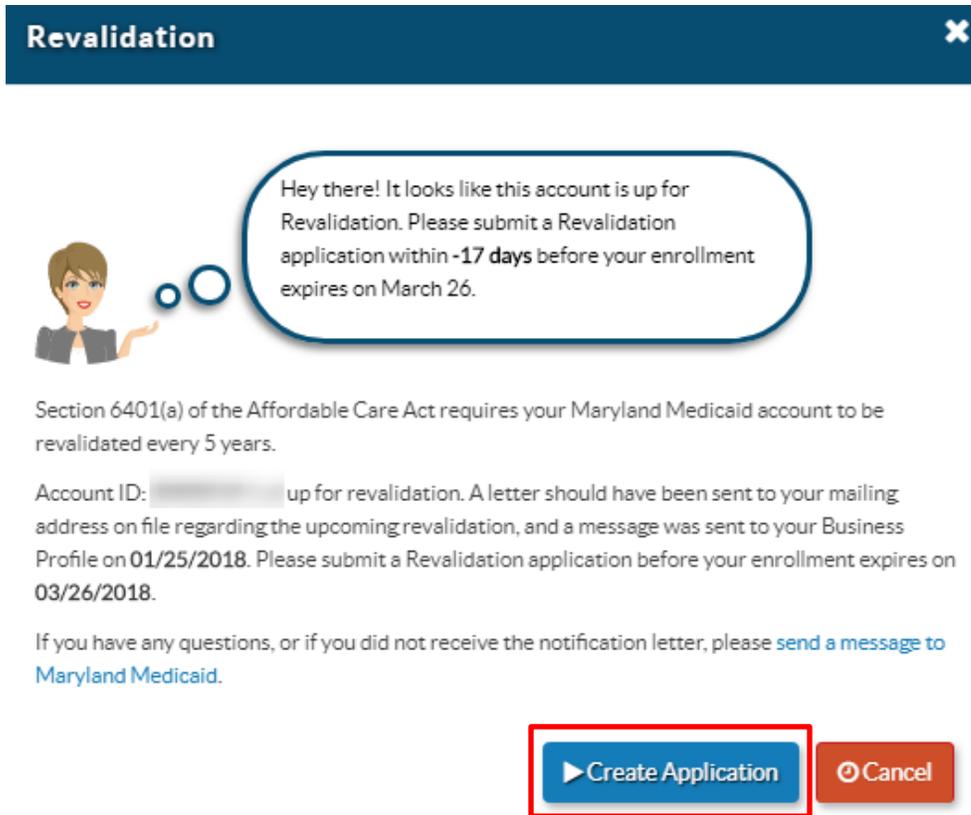
STEP 2

Actions

Icons: Eye, Print, Refresh, Revalidation (two arrows forming a circle), Add User, Delete

Large Revalidation Icon (two arrows forming a circle)

STEP 3: After clicking the revalidation icon, a pop up will appear to confirm to identify the account up for revalidation. Review the information and then select “Create Application”



The image shows a dark blue header with the word "Revalidation" and a close button (X). Below the header is a white speech bubble with a cartoon woman icon on the left. The text inside the speech bubble reads: "Hey there! It looks like this account is up for Revalidation. Please submit a Revalidation application within -17 days before your enrollment expires on March 26." Below the speech bubble, there is a paragraph of text: "Section 6401(a) of the Affordable Care Act requires your Maryland Medicaid account to be revalidated every 5 years." This is followed by another paragraph: "Account ID: [redacted] up for revalidation. A letter should have been sent to your mailing address on file regarding the upcoming revalidation, and a message was sent to your Business Profile on 01/25/2018. Please submit a Revalidation application before your enrollment expires on 03/26/2018." Below that is a link: "If you have any questions, or if you did not receive the notification letter, please [send a message to Maryland Medicaid](#)." At the bottom right of the pop-up are two buttons: a blue button with a play icon and the text "Create Application" (highlighted with a red box) and a red button with a circle and slash icon and the text "Cancel".

STEP 4: Another pop up appears to remind provider to update licenses, permits, certificates, and other documents within the Revalidation application. Review and select “Continue”



The image shows a dark blue header with the word "Revalidation". Below the header is a large blue area with white text that reads: "And finally, make sure that all licenses, permits, certificates and other documents are included and up-to-date." At the bottom right of this area is a blue button with the text "Continue" (highlighted with a red box).

STEP 5: After hitting continue, the revalidation application will open. ePREP will pre-populate with the information from the existing account. Fill out the application and submit. NOTE: At this point, provider may save progress and return to the revalidation application at a later time to complete and submit. Once started, go to the application tab to click on the revalidation application.